



**Payroll Timesheet Due Dates
2023-2024**

Pay Cycle	Period Begins	Period Ends	Timesheet Deadline *4:00 PM*	Pay Date
July	6/1/2023	6/30/2023	7/7/2023	7/31/2023
August	7/1/2023	7/31/2023	8/4/2023	8/31/2023
September	8/1/2023	8/31/2023	9/1/2023	9/29/2023
October	9/1/2023	9/29/2023	10/6/2023	10/31/2023
November	10/1/2023	10/31/2023	11/3/2023	11/30/2023
December	11/1/2023	11/30/2023	12/1/2023	12/22/2023
January	12/1/2023	12/22/2023	1/5/2024	1/31/2024
February	1/1/2024	1/31/2024	2/2/2024	2/29/2024
March	2/1/2024	2/29/2024	3/1/2024	3/28/2024
April	3/1/2024	3/28/2024	4/5/2024	4/30/2024
May	4/1/2024	4/30/2024	5/3/2024	5/31/2024
June	5/1/2024	5/31/2024	6/7/2024	6/28/2024

- **Vacation Arrears paid in June**
- **Summer Arrears paid in July &/or August
July 30th & August 29th**

For Payroll/Time Sheet questions or concerns contact:

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OR

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*** Timesheets received after 4:00 PM in the Business Services Office
on the due date will be processed the following month. ***